Personal reflection on a core business skills module education essay

The " Core Business skills" is a module that explores a number of quality tools that will help us to look at our core skills in the business field and identify areas where we could improve.

At the beginning of this module, I used to leave my life as normal with few skills that I have learned from my parents, for example the " Communication skills" and " Team working skills", but even it was not enough to communicate or to work with whomever. Communication skills and team working skills are the closest skills; team working can not occur if there is no communication. Since our childhood, our parents push us to get in touch with people of our ages. At beginning, it is never easy seeing the quarrels that happen with our friends in the youngest ages while playing together, but these skills get developed in growing older. I also had an experience of team working during few years when I used to play football in a club, and as we know this sport is not played individually, but in a team, and I had learned a lot during this experience.

It is sure that we learn a lot from our parents and the activities in our childhood, but studying complements the path our parents put us on to build our future in order to get the objective of having a good life later on.

I have also learned during my past years some important skills that our module covers, such as " Numeracy skills" and " Information Skills". However, they were not as important as we studied during this semester. Numeracy skills are taught in increasing levels since the youngest ages, starting from the primary school until we get our degree at the university, but before, it was just numbers and relations that I learned and that don't

stand for anything real. On what concerns the information skills, I have learned a few about it during the high school and I increased my level on it during the foundation year I have done last year at the university.

Other skills that are closer to the communication skills which are the effective learning skills, and they are also close to the personal and career development skills as well. The effective learning skills are the ones I learned trough some experiences, but for what concerns the personal and career development skills I did know nothing about them until I discovered them during this module.

What this module has changed on my life?

Regarding the six transferable skills that I have learned during this module, I notice that I have made a big improvement on these skills that help me now to be more efficient on getting my objectives either on my personal or professional life.

Since more than one year ago, I work and I study simultaneously, and things that I learned during this module brought me to a higher level that I was not expecting from myself. I will introduce my job in few words and describe how what I got from the " Core Business Skills" module changed the way I was doing it. So, I work as Electronic Dance Music producer with many professional record labels worldwide, and this started just by passion at the beginning until I have been discovered by one of the most famous deejays in South America, and then I had a proposal to sign my song on his own record label located in Buenos Aires in Argentina, here was my first professional experience and I was afraid of getting ripped off because I did not know how

to deal with the contract and I did not even negotiate it. However, I kept balancing between what I study and my work and I acquired more experiences practicing what I study on my professional life.

Edwin H. Friedman said about communication that " The colossal misunderstanding of our time is the assumption that insight will work with people who are unmotivated to change. Communication does not depend on syntax, or eloquence, or rhetoric, or articulation but on the emotional context in which the message is being heard. People can only hear you when they are moving toward you, and they are not likely to when your words are pursuing them. Even the choices words lose their power when they are used to overpower. Attitudes are the real figures of speech." (1)

So, the communication skills are very important on my daily work, now due to what I learned, I started knowing how to negotiate my contracts with the other record labels for each song I make, and this fact contributes on making more profit and also to advertise my artwork and letting people buy what I make. This course also helped me to learn how to make formal letters to communicate with the record labels and producers worldwide as well as this will serve me later on my professional life as future manager. Now as I'm still a student I do use it only on my music affaire and my personal life with my family and friends.

Also I would mention that as a student and future manager, I highly improved my skills on making presentations in front of the audience.

On what concerns the effective learning skills on my personal and professional life, now I can know what I should improve on my life, on my

studies or on my musical skills. Before, on my studies, I was kind of lost when the exams were approaching, it usually happened to me to be confused on what to prioritize and what to leave for the last, but now I got this level of knowing prioritizing the most important things after identifying them. Same thing on my life out of studies and on my professional life as well, now I can identify on what I could improve to make better songs in the future, I can manage myself to improve my personal and my student life to get best results, and eventually, now I know what I want to be, what I want to be later on, and how to get my goal.

On my professional life, I also use the skills I learned about the team working knowing that my job consists on composing and producing songs, sign them on record labels then advertising them as much as possible to get profit out of them, even if advertising is the main work of the record labels. Also, it plays a vital role on my personal life. As I said at the beginning, team working is taught by our parents and our society at the first before starting classes, but whatever is the level that we get from these lasts, the school teaches us more about them. We work in teams at home, we play sport in teams and also at the school and the university we work for some projects given for our studies in teams or either preparing for our exams we mostly work in teams. TEAM stands for Together Everyone Achieves More. Working in teams is essential on the business life, either working for our own or others' companies, these skills consist mainly on sharing tasks and ideas in a project work, and this technique is more efficient than working alone.

Numeracy skills stand for budgeting, numeracy functions and computations, dates and time, parenting and health related numeracy. These skills on

budgeting or money management and banking serve to count money, make change, calculate services charges, save money and invest it too, and these are generally skills that our module covers adding to the numeracy functions and computations skills that we learned in the past from the primary school until the high school. Dates and time skills are used to some basic things in life as using a calendar, fill in time sheets or writing the date as well as the parenting and health related numeracy skills to read directions and dosage on medicines bottles, read thermometers or to understand a report card. All these numeracy skills are important and very useful on whomever's daily life for either managers, farmers or whatever we can be. During this module I leaned the most of the important numeracy skills for business management field, and this regarding the decision threes to analyze and get the best solution to do not make loss on business and take the best decision.

The information skills are vital for all the successful professionals. These skills help us to become more efficient. Here are some techniques that help us to develop our information skills. The first one is how to take notes effectively, and this is a good tool to record and organize the information, the second one is to fully absorb the written information to assimilate and understand the written information quickly and effectively. Reading strategies is also a technique to read faster by thinking what to read, while the technique of keeping the information fresh in our minds helps to keep what we learned alive in our minds. There is also a technique which is learning in a way that suits us and this will not only help us on developing the ways we can learn, but we will be able to make what we do so the others can learn efficiently from us. Making learning an enjoyable experience is for

me the best way to learn efficiently because if we love what we do we get good results, and this is what is helping me a lot on my music producer career, even all the results that I got from my productions I still don't consider this as a job but just as my main passion and I keep learning day after day. Same thing on my studies, there are some topics that I enjoy and I can be successful on them, but once I don't love one topic, I know that I will have problems within it.

The personal and career development skills are the ones I really enjoyed during this module. These skills are mainly keys for everyone's life. To know our own strengths that we already have and we might build on, our weaknesses that we could reduce or otherwise work around, our opportunities that are related to our chances and that we can exploit better than the others, or even our threads that we need to be aware of them and to avoid them is a simple analysis that allows us to know who really we are and to avoid stress. I also learned how to manage my time and the basic ideas of control in this module, and all these skills have changed my personal and professional life and help me to gain more confidence on myself and to keep improving on my life in general.

What should I develop again on my transferable skills?

All the skills that I got from the " Core Business Skills" module are not skills related only to the business field, but to our life in general and help to improve the way we are living it. Bill Clinton, the forty second U. S President (1993-2001) said:

" Today, many companies are reporting that their number one constraint on growth is the inability to hire workers with the necessary skills." (2)

From what Bill Clinton said, companies have a lack of workers with the necessary skills, and they do their best to overcome this problem, but people with the necessary skills are not enough to satisfy every company's need. To participate on the growth of our society, we should all have some basic skills which when we develop them, we get a higher level of confidence and abilities.

Personally, even the improvement that I have done during this module, I still have to improve all the skills to get my personal objective. We know that the sky is the limit for what concerns learning the skills, and we can improve them more and more day after day. My skills on communication are not enough, because if I start communicating with professional people I could not be at the same level as them, but with the practice and time I can develop my skills and reach the level required by the professional world. Also, I still have many problems when it comes to the numeracy skills on business; the decision tree for example seems to me easy, I can get the tree, but not the calculation, I usually get lost on applying the relations and calculating numbers. The information skills, and the personal and career development skills, I think we can develop them more within the next modules and experiences.

I got a lot of benefits from this module, it has changed my life, now I see things in a professional way and this is the best way to reach out the objectives that we set on our life. Now that I learned also these skills I set

new goals to my life and I will try to achieve them all, or at least the

majority. People with goals mostly succeed because they already know

where they are going. I also believe in Willis Reed's quote that says:

" Go for the moon. If you don't get it, you will still be heading for a star."